

UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF FLORIDA
DIVISION

CIVIL RIGHTS COMPLAINT FORM
TO BE USED BY PRISONERS IN ACTIONS UNDER 42 U.S.C. § 1983

_____,
Inmate # _____.
(Enter full name of Plaintiff)

vs.



CASE NO: _____
(To be assigned by Clerk)

_____,
_____,
_____,
_____,
_____.

(Enter name and title of each Defendant.

If additional space is required, use the
blank area below and directly to the right.)

ANSWER ALL QUESTIONS ON THE FOLLOWING PAGES:

I. PLAINTIFF:

State your full name, inmate number (if applicable), and full mailing address in the lines below.

Name of Plaintiff: _____
Inmate Number _____
Prison or Jail: _____
Mailing address: _____

II. DEFENDANT(S):

State the name of the Defendant in the first line, official position in the second line, place of employment in the third line, and mailing address. Do the same for **every** Defendant:

(1) Defendant's name: _____
Official position: _____
Employed at: _____
Mailing address: _____

(2) Defendant's name: _____
Official position: _____
Employed at: _____
Mailing address: _____

(3) Defendant's name: _____
Official position: _____
Employed at: _____
Mailing address: _____

ATTACH ADDITIONAL PAGES HERE TO NAME ADDITIONAL DEFENDANTS

NOTE: THE COURT WILL NOT REVIEW THE MERITS OF THE COMPLAINT UNLESS THE FOLLOWING QUESTIONS HAVE BEEN ANSWERED REGARDING EXHAUSTION OF ADMINISTRATIVE REMEDIES AND ANY PRIOR LAW SUITS THAT HAVE BEEN FILED.

III. EXHAUSTION OF ADMINISTRATIVE REMEDIES

Exhaustion of administrative remedies is required prior to pursuing a civil rights action regarding conditions or events in any prison, jail, or detention center. 42 U.S.C. § 1997e(a). Plaintiff must submit copies of all grievances, appeals, and responses with this complaint to verify exhaustion. Failure to demonstrate exhaustion may be grounds for dismissal.

A. DOES YOUR COMPLAINT CONCERN EVENTS OCCURRING WITHIN THE FLORIDA DEPARTMENT OF CORRECTIONS?

Yes()

No()

[If your answer is NO, proceed to Question B. If your answer is YES, answer all of the following questions in this subsection.]

1. Informal Grievance

a. Did you submit an informal grievance?

Yes()

No()

❖ If so, you must attach a copy of the grievance and response; exhibit ____.

b. If not, why? _____

2. Formal Grievance

a. Did you submit a formal grievance?

Yes()

No()

❖ If so, you must attach a copy of the grievance and response; exhibit ____.

b. If not, why? _____

3. Appeal to the Office of the Secretary

a. Did you submit an appeal to the Office of the Secretary?

Yes()

No()

❖ If so, you must attach a copy of the appeal and response; exhibit ____.

b. If not, why? _____

a. Did you have a disciplinary hearing concerning this matter?

❖ If so, you must attach a copy of the disciplinary report and disciplinary hearing team's findings and decision to this form; exhibit _____.

Yes() No()

Yes() No()

Yes() No()

Yes() No()

Yes() No()

❖ If so, you must attach a copy of the grievance and response; exhibit ____.

NOTE: FAILURE TO DISCLOSE **ALL** PRIOR CIVIL CASES MAY RESULT IN THE DISMISSAL OF THIS CASE. IF YOU ARE UNSURE OF ANY PRIOR CASES YOU HAVE FILED, THAT FACT MUST BE DISCLOSED AS WELL.

IV. PREVIOUS LAWSUITS

- A. Have you initiated other actions in **state court** dealing with the same or similar facts/issues involved in this action?

Yes() No()

1. Parties to previous action:

a. Plaintiff(s): _____

b. Defendant(s): _____

2. Name of judge: _____ Case #: _____

3. County and judicial circuit: _____

4. Name of judge: _____

5. Approximate filing date: _____

6. If not still pending, date of dismissal: _____

7. Reason for dismissal: _____

8. Facts and claims of case: _____

(Attach additional pages as necessary to list state court cases.)

- B. Have you initiated other actions in **federal court** dealing with the same or similar facts/issues involved in this action?

Yes() No()

1. Parties to previous action:

a. Plaintiff(s): _____

b. Defendant(s): _____

2. District and judicial division: _____

3. Name of judge: _____ Case #: _____

4. Approximate filing date: _____

5. If not still pending, date of dismissal: _____

6. Reason for dismissal: _____

7. Facts and claims of case: _____

(Attach additional pages as necessary to list other federal court cases.)

- C. Have you initiated other actions (*besides those listed above in Questions (A) and (B)*) in **either state or federal court** that relate to the fact or manner of your incarceration (including habeas corpus petitions) or the conditions of your confinement (including civil rights complaints about any aspect of prison life, whether it be general circumstances or a particular episode, and whether it involved excessive force or some other wrong)?

Yes()

No()

If YES, describe each action in the space provided below. If more than one action, describe all additional cases on a separate piece of paper, using the same format as below.

1. Parties to previous action:
 - a. Plaintiff(s): _____
 - b. Defendant(s): _____
2. District and judicial division: _____
3. Name of judge: _____ Case #: _____
4. Approximate filing date: _____
5. If not still pending, date of dismissal: _____
6. Reason for dismissal: _____
7. Facts and claims of case: _____

(Attach additional pages as necessary to list cases.)

- D. Have you ever had any actions in **federal court** dismissed as frivolous, malicious, failing to state a claim, or prior to service? If so, identify each and every case so dismissed:

Yes()

No()

1. Parties to previous action:
 - a. Plaintiff(s): _____
 - b. Defendant(s): _____
2. District and judicial division: _____
3. Name of judge: _____ Case Docket # _____
4. Approximate filing date: _____ Dismissal date: _____
5. Reason for dismissal: _____

(Attach additional pages as necessary to list cases.)

V. STATEMENT OF FACTS:

State briefly the FACTS of this case. Describe how each Defendant was involved and what each person did or did not do which gives rise to your claim. In describing what happened, state the names of persons involved, dates, and places. Do not make any legal arguments or cite to any cases or statutes. You must set forth separate factual allegations in separately numbered paragraphs. You may make copies of this page if necessary to supply all the facts. Barring extraordinary circumstances, no more than five (5) additional pages should be attached. **(If there are facts which are not related to this same basic incident or issue, they must be addressed in a separate civil rights complaint.)**

This image shows a full page of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for handwriting practice or general writing. There are no margins, text, or other markings on the page.

VI. STATEMENT OF CLAIMS:

State what rights under the Constitution, laws, or treaties of the United States you claim have been violated. Be specific. Number each separate claim and relate it to the facts alleged in Section V. **If claims are not related to the same basic incident or issue, they must be addressed in a separate civil rights complaint.**

VII. RELIEF REQUESTED:

State briefly what relief you seek from the Court. Do not make legal arguments or cite to cases/ statutes.

I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING STATEMENTS OF FACT, INCLUDING ALL CONTINUATION PAGES, ARE TRUE AND CORRECT.

(Date)

(Signature of Plaintiff)

IF MAILED BY PRISONER:

I declare (or certify, verify, or affirm) under penalty of perjury that this complaint was (check one):

☐ delivered to prison officials for mailing or ☐ deposited in the prison's internal mail system on:
the _____ day of _____, 20____.

(Signature of Plaintiff)